

Muncie Police Merit Commission

Call to order:

A meeting of the Muncie Police Merit Commission was held on Thursday, April 21, 2022 at 300 N. High Street Muncie, IN 47305- Police Roll-Call room (basement)
Bruce Qualls called the meeting to order at 6:00 pm

Roll Call:

Attendees included – Dea Bell, Phillip Miller, Bruce Qualls, Chuck Zimmers, Nathan Sloan and Mark Ervin

Members not in attendance:

Members not in attendance- n/a

Approval of minutes:

Dea Bell made a motion to accept the April 7, 2022 meeting minutes with any necessary corrections. Chuck Zimmers seconded the motion. Motion to approve meeting minutes is carried by voice vote.

Old Business:

From previous minutes, it was asked that the Commission consider an Amendment to Rule and Procedure #3 – Application for Appointment to the Muncie Police Department. The amendment is to include digital applications. Dea Bell made a motion to have an open reading and vote on the amended Rule and Procedure #3. Bruce Qualls read the amendment and is as follows:

MUNCIE POLICE MERIT COMMISSION

POLICE DEPARTMENT

RULE AND PROCEDURE #3

APPLICATION FOR APPOINTMENT TO POLICE DEPARTMENT

PURPOSE

The purpose of Rule and Procedure #3 is to establish the initial employment qualifications necessary for an individual to be considered for appointment to the Police Department and to establish the procedures for making application.

All individuals who desire to be considered for appointment to the Police Department must initially meet all of the employment qualifications which are specified by the Commission below, and complete the employment application prescribed by the Commission.

I. APPLICATION

- A. Application for appointment to the Department may be made through the Muncie Police Department on-line portal (digital application) or by obtaining a paper application from the Chief of Police of the Department, his/her designee, the Merit Commission or the City of Muncie's Human Resources Department. Digital applications will be compiled by the Recording Secretary for the Merit Commission and presented to the Merit Commission upon the Merit Commission's request. Paper applications must be submitted to the Human Resources Department for delivery to the Recording Secretary for the Merit Commission who will compile them for submission to the Merit Commission. All applications (digital and paper) must be completed fully to the best of the applicant's knowledge and be accompanied by the requested supporting documents. Any misrepresentation shall render an applicant ineligible for appointment to the Department.
- B. The Merit Commission shall, in conjunction with the City of Muncie and the Muncie Police Department, institute an open application period as need arises. This period shall have a specified beginning date and ending date with the deadline for applications being set at 4:00 pm of the final day. This open application period shall be publicized through all appropriate and available media platforms; local, regional and college job fairs; etc. The Commission will accept completed applications and the requisite supporting documents on a continuing basis until the predetermined application period has ended.
- C. After the application period has ended the Commission shall determine the group of candidates that constitute the active pool of applicants for appointment. This pool shall be made up of all individuals who have submitted a completed application with all supporting materials identified on the application and who have met the minimum required qualifications for appointment to the department as stated on the application.

II. QUALIFICATIONS

To be considered by the Merit Commission for appointment or reappointment to the Muncie Police Department, all applicants must:

- A. Be a citizen of the United States of America prior to the date an application is submitted.
- B. Be at least twenty-one (21) years of age at the time the application is submitted provided however that the applicant cannot have attained the age of forty (40) years of age by the time of such candidate's appointment to the Department.
- C. Submit a completed application (digital or paper) and provide all required supporting documentation as specified on the application to the Merit Commission together with a birth certificate authenticated with a visible seal.
- D. Not have been convicted of a felony which has not been annulled, expunged or sealed by a court.

- E. Possess and maintain a valid, non-expired, and non-suspended driver's license by which an applicant can lawfully operate a motor vehicle in the State of Indiana. Applicants must provide a photocopy/scan of such driver's license along with their completed application to be considered for appointment to the Department.

III. EDUCATIONAL REQUIREMENTS

- A. All applicants must provide proof of high school graduation or their States Certificate or equivalency and must submit a certified copy of their transcript. A visible seal must be present on the transcript that is submitted with the completed application to be considered for appointment to the Department.
- B. Applicants who have passed a State-accredited H.S.E./G.E.D. examination and who have subsequently received a certificate affirming passage of the examination from a commissioned high school shall be considered as having satisfied the requirement set forth in Paragraph III. Such applicants shall be eligible to be considered for appointment to the Department by submitting a copy of their H.S.E./G.E.D. results verified with a visible seal, along with a copy of their certificate of graduation, also verified with a visible seal at the time the applicant's completed application is submitted.

IV. RESIDENCE REQUIREMENTS

Members of the Police Department must meet all residency requirements as provided by State Law.

Motion to amend Rule and Procedure #3- Application for Appointment to Police Department is carried by voice vote.

Business from Chief Sloan:

Chief Sloan asks the Commission to appoint lateral applicant, Daniel Sarten. Phillips motion made a motion to appoint Daniel Sarten. Dea Bell seconded the motion. Motion to appoint lateral applicant Daniel Sarten is carried by voice vote.

Business from Attorney Mark Ervin:

n/a

Other Business:

n/a

Adjournment:

Dea Bell made a motion to adjourn. Phillip Miller seconded the motion. Motion to adjourn is carried by voice vote. Meeting adjourned at 6:15pm.

